



Utah Division of Solid and Hazardous Waste

Solid Waste Management Program

Mailing Address
P.O. Box 144880
Salt Lake City, Utah 84114-4880

Office Location
288 North 1460 West
Salt Lake City, Utah 84116

Phone (801) 538-6170
Fax (801) 538-6715
www.deq.utah.gov

INSTRUCTIONS FOR APPLICATION FOR A PERMIT TO OPERATE A CLASS II LANDFILL

Utah Code Annotated 19-6-104(j) requires that all facilities which dispose of solid waste submit information as required by the Solid and Hazardous Waste Control Board prior to disposal of any solid waste. Utah Administrative Code (UAC) R315-310 was adopted by the Board and sets the requirements for a permit application that must be submitted to the Executive Secretary of the Board. The Executive Secretary has determined that any Class II permit application, renewal or modification must be accompanied by the form titled "*Application for a Permit to Operate A Class II Landfill.*"

The following instructions are included to assist the applicant in completing the form. If additional help is needed, please contact a member of the solid waste section staff at (801) 538-6170.

The form consists of two parts. Part I "General Information" requires specific information on the facility and the owner and operator. Part I must be completed and submitted with the permit application.

Part II "Application Checklist" shows the areas that a permit application should cover. Please note that the "Application Checklist" is provided to help the permit applicant in the preparation of an application. In the event that questions arise regarding the permit requirements for a Class II landfill, the text of the rules, UAC R315-301 through 320, will govern. Completion of Part II, although not required as part of the permit application, will in aid application preparation and permit review.

Part I Instructions

Section I - Landfill Type

This application can be used to apply for all Class II landfill permits. A Class II landfill is defined as follows (UAC R315-301-2(8)):

"Class II Landfill" means a non-commercial landfill or a landfill that is permitted by the Executive Secretary

(a) to receive for disposal:

(i) municipal solid waste;

(ii) any other nonhazardous solid waste, not otherwise limited by rule or solid waste permit; or

(iii) in conjunction with municipal solid waste or other nonhazardous solid waste, waste from a conditionally exempt small quantity generator of hazardous waste, as defined by Section R315-2-5.

(b) meets the standards of Subsection R315-303-3(3)(e)(v).

Landfills that serve a population of more than 8900 will be assumed to be Class I facilities unless the waste volume at the facility can be shown to be less than 20 tons per day.

Section II - Application Type

Check the appropriate box.

All applications for landfills not operating under a current permit are considered new applications.

Currently permitted landfills, for which a permit renewal is being requested, should check the RENEWAL APPLICATION box.

Permit applications in which the permittee is seeking to expand the facility beyond the boundaries that are shown in the existing permit should check the FACILITY EXPANSION box. Facility expansion must meet all of the requirements for a new facility.

All permit modification requests, whether major or minor, must be accompanied by a completed APPLICATION FOR A PERMIT TO OPERATE A CLASS II LANDFILL. Modifications are either major or minor as defined in UAC R315-311-2. Modifications that affect the size or design of the final cover will require review of the closure and post-closure care costs as well as the amount of financial assurance. Construction of units or sub-units according to the design shown in the existing permit is not a permit modification. Construction of approved units or sub-units should follow the requirements of the rules and the permit.

All applications that are for permit renewal, modification, or expansion must show the permit number of the current landfill permit.

Section III - Facility Name and Location

A solid waste disposal area includes landfill units, processing areas, solid waste transfer areas, loading areas, waste piles, and surface impoundments. (NOTE: Two or more disposal areas, such as a Class II and Class IV unit, may be combined into one facility. A facility with a Class II and a Class IV unit will be permitted as a Class II facility. If a separate permit for each disposal area is desired, then a separate application must be submitted for each disposal area.)

The NAME OF FACILITY is the legal name of the solid waste disposal area as recorded by the applicant. This name shall be used as the name of the facility in all subsequent applications and correspondence with the Division. The name of the facility can be changed by submitting a written request to the Executive Secretary of the Solid and Hazardous Waste Control Board. The SITE ADDRESS (including the CITY, STATE, ZIP CODE, and COUNTY) is the street address of the facility or a description of the location where no address is available. The SITE ADDRESS is not the legal description, or mailing address. The legal description will be included as one of the attachments in the permit application. If a TELEPHONE number is not established for the facility, indicate by recording "N/A" in the check box.

Township range and section describe the area of the entire landfill. A landfill may cover more than one section or occasionally be in more than one township or range. If multiple townships, ranges or sections are included in the site, include them all. The QUARTER SECTION and QUARTER/QUARTER SECTION (for example SW, quarter/quarter of the NW, quarter) describe the location of the site and will generally apply to smaller landfills. LATITUDE and LONGITUDE refer to a point and should be given as the coordinates of the facility main entrance.

Section IV - Facility Owner(s) Information

In the space titled FACILITY OWNER(S) INFORMATION, record the name of the individual, partnership, corporation, association, governmental entity, or other legal entity that owns or will own the facility. (NOTE: The Facility Owner will be the principal permittee and will be held responsible for all activities at

the facility.) The applicant's address is the business mailing address. Contact information will be provided in Section VII.

Section V - Operator(s) Information

In the space titled FACILITY OPERATOR(S) INFORMATION, record the name of the individual (other than an employee of the owner), partnership, corporation, association, governmental entity, or other legal entity that will provide daily operations at the facility. (NOTE: A federal court ruling has interpreted the Solid and Hazardous Waste Act as requiring the operator and land owner be joint permittees with the facility owner.) If the operator is the same as the facility owner, enter SAME in the space labeled LEGAL NAME OF FACILITY OPERATOR. The applicant's address is the business mailing address. Contact information will be provided in Section VII.

Section VI - Property Owner(s) Information

In the space titled PROPERTY OWNER(S) INFORMATION, record the name of the individual, partnership, corporation, association, governmental entity, or other legal entity that owns the property. The TELEPHONE, ADDRESS, CITY, STATE, and ZIP CODE are those of the property owner. If the property owner has a contact person, they will be entered in Section VII. If there is more than one owner, please indicate so in the first line for SECTION VI by typing "See attached Owners List". Identify all property owners and what they own. The property owner means any person with an ownership interest in the solid waste disposal facility property.

Section VII - Contact Information

The person listed as OWNER CONTACT, OPERATOR CONTACT, and LAND OWNER CONTACT should be the person that the owner, operator, or landowner wants the Division to communicate through for general information. This person is not necessarily the person that is authorized to act for the owner, operator, or landowner. In many cases the contact will be the landfill manager or a public works director while the authorized representative will be an executive director or elected official. All official communication will be through the authorized representative. Where the owner, operator, and landowner are the same enter the contact information for the owner contact only.

Section VIII - Waste Type

The applicant should indicate the waste types that will be accepted. Also indicate whether all waste is to be disposed of in a single unit or if separate units are to be used for specific wastes. Many landfills will be operated with a separate unit for C/D and all other waste combined into one unit. Disposal of waste containing friable asbestos requires additional procedures and post-closure restrictions and may be a waste that is better separated into a separate unit. UAC R315-315-7(2) defines PCB wastes that may be disposed of at all permitted landfills in Utah. No other PCB's may be accepted at a Class II facility.

Section IX - Facility Area

The total facility area including all buffer acreage and waste handling and transfer acreage should be shown as the FACILITY AREA. The DISPOSAL AREA is only the area that will be used for waste disposal. DESIGN CAPACITY is the total capacity of the site as designated in the application. For new facilities this will be the total design capacity. For existing facilities this will be the remaining capacity.

Section X - Fee and Application Documents

Most Class II facilities should put NA in the fee box. If someone other than a political subdivision of the state owns the facility, please contact the Division about required fees.

All of the documents listed should be attached (see the attached "Application Check List"). If a specific document is not included in the application a note of explanation should be attached giving the reasons for the missing document.

Authorized Signature

The owner, operator, and landowner will be listed as co-permittees on the final permit. Each of the co-permittees must have a person meeting the requirements of UAC R315-310-2(4) sign the permit application. If the permittee wishes to authorize a person other than the representative listed in the rule, an authorization as outlined in UAC R315-310-2(4)(d) must be submitted with the application.

Part II Application Checklist

Permit applicants should review each section of the checklist and provide information in the application that addresses each of the requirements of the rules regarding Class I or Class V landfills. Showing the area or areas in the permit application where the information can be found will expedite the review process.

N:\ALL\SWS-Form\Permit Application forms\2007_Class_II_application_and_checklist_instructions.doc